

# SAN RAMON VALLEY FIRE PROTECTION DISTRICT

Administration  
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[www.srvfpd.dst.ca.us](http://www.srvfpd.dst.ca.us)

1500 Bollinger Canyon Road  
San Ramon, California 94583

Fire Prevention  
Phone: 925-838-6600  
Fax: 925-838-6696

## JOB OPPORTUNITY and ANNOUNCEMENT

### EXECUTIVE ASSISTANT

<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>
\$5,177	\$5,436	\$5,708	\$5,994	\$6,293

The salary increments listed are merit increases to be approved upon continued satisfactory performance. The period of time between steps 1 and 2 is six months, between step 2 and 3 is six months, the period between steps 3 and 4 is one year, and between steps 4 and 5 is one year. The probationary period for this position is twelve (12) months.

#### **THE DISTRICT**

The District is autonomous, within Contra Costa County, comprised of 150 square miles, serving the communities of Alamo, Blackhawk, Tassajara, Danville, Diablo, San Ramon, and Southern Morgan Territory with a population of approximately 130,000. The communities are primarily residential, commercial, office park, and controlled manufacturing protected by 10 stations and 175 employees. The District is governed by a locally elected Board of Directors.

#### **THE POSITION**

The Executive Assistant to the Fire Chief and Board of Directors is an advanced, experienced office administrative classification requiring a high level of maturity, professionalism, and discretion. The responsibilities of the Executive Assistant will fall into three primary categories: providing administrative support to the Fire Chief, providing administrative support to the Board of Directors, and coordinating the health benefits program for active and retired employees. Incumbents with well-developed office skills are expected to independently apply technical and specialized rules, regulations, policies, and procedures related to supporting the Fire Chief and Board of Directors. Duties include the performance of programmatic, technical, complex, specialized, and often confidential administrative work requiring the regular use of independent judgment and initiative. This position reports directly to the Fire Chief.

#### **TYPICAL TASKS**

**Support of Fire Chief:** Maintains the Fire Chief's calendar and appointment schedules, arranges meetings and conferences for the Fire Chief, and makes travel arrangements for the Fire Chief; receives and screens visitors and telephone calls and provides information requiring the use of judgment and the interpretation of policies; at the request of the Fire Chief, represents the District or acts as liaison for the District, in a professional and courteous manner, to the public, business associates, Board members, Assistants to various City Managers, and other agencies; acts as Public Information Officer and Liaison to the press and other local governmental agencies; creates, proofreads, and/or edits materials and correspondence prepared by other staff members for the Fire Chief's signature, as well as materials and correspondence prepared by the Fire Chief, for consistency with administrative policy as well as accuracy, completeness, format, and English usage, including grammar,

punctuation, and spelling; researches and assembles information from a variety of sources for the preparation of reports or completion of forms; uses spreadsheets and may make arithmetic and statistical calculations; performs difficult, complex, confidential, technical, and/or specialized office support work, which requires the exercise of independent judgment, the application of technical skills, and a detailed knowledge of the activities and procedures specific to supporting the Fire Chief and Board of Directors; receives and reviews forms, drawings, and other materials for completeness and processes and routes such documents as appropriate; attends to a variety of office administrative details, such as keeping informed of District activities, transmitting information, opening and distributing mail for Fire Chief, preparing contracts and agreements, taking notes at various meetings, maintaining accurate records and files and serving on various task forces and committees; provides follow-up on assignments given to management staff by the Fire Chief and provides status report to the Fire Chief; tracks the overall status of the tasks associated with the Strategic Plan and coordinates periodic meetings for the Strategic Plan Committee; assists with budgeting for the Fire Chief's cost center; acts as the contact/resource person for departmental policy matters often involving application of Board governance laws and regulations; administers the Volunteer Firefighter Length of Service Award Program; acts as historian for the District and maintains historical records; coordinates community newsletter bi-annually; copy Fire Chief and Board related documents into document imaging system; schedules usage of Old School House property; notarizes District documents as needed.

**Support of Board Of Directors:** Prepares for and attends Board meetings and arranges for meetings by scheduling rooms, notifies participants, prepares agendas and agenda packets, and ensures that information is compiled and duplicated, posts meeting notices, prepares summary or action minutes of such meetings; ensures accurate and up-to-date filing of Board meeting records, originals of agendas, original records for District resolutions and ordinances and keeps a current list of documents by resolutions and ordinance number. Prepares resolutions as required; arranges committee meetings for Board members, schedules workshops and other events/meetings; notifies appropriate agencies of changes in the appointment of Board members; assists with registration and travel arrangements for Board members when attending various District related functions, events, seminars, or conferences; assists with the election of Board members in either a general election or an appointment due to vacancy; prepares correspondence, reports, forms, and specialized documents; informs the press of activities/events the Board desires to be publicized.

**Coordination of Health Benefits:** Processes all benefit enrollment and benefit change forms for active employees for medical, dental, vision, employee assistance and life insurance plans; administers the District's self-funded vision plan; reviews benefits package with new employees during orientation; administers retirees' health benefits program, including transfers from active status to retiree status, preparation of annual retiree benefit statements, and notifications of new monthly premium amounts; updates beneficiary changes for active employees and retirees; enters additions, changes, deletions into the respective carrier's on-line programs; maintains receipt log for retiree premium payments and any COBRA premium payments; administers COBRA as required through initial notification as well as the administration of COBRA coverage; reviews and audits monthly benefits statements and processes respective payments, supplying Finance with information as necessary; conducts annual open enrollment for benefits programs; answers general benefits questions for active employees and retirees or directs them to the appropriate providers when necessary.

## **SKILL TO**

Perform varied and confidential office administrative and clerical support work in an independent manner with an emphasis on attention to detail and exceptional quality; handle confidential and sensitive information discreetly and professionally; be punctual, reliable, personable, professional; assign, direct, and review the work of others; use word processing, spreadsheet and other office administrative software with sufficient speed and accuracy to perform the work within established timelines; make accurate arithmetic and statistical calculations; create, proofread, and/or edit materials for accuracy, completeness, compliance with District policies, format, and English usage, including grammar, punctuation, and spelling; maintain accurate and complete files; initiate

and organize work, coordinate projects, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction; assimilate, synthesize, and present complex information utilizing proper communication standards; communicate professionally and effectively, both verbally and in writing, with co-workers, officials, and the general public to exchange or convey information and to receive work direction; possess techniques for dealing with a variety of individuals from various socio-economic, cultural, and ethnic backgrounds, in person and over the telephone; exercise sound independent judgment within established policy and procedural guidelines; prepare accurate and effective reports, correspondence, informational packets, contracts and other written materials; possess superior organizational, project management, problem solving, and multi-tasking skills; maintain composure and function effectively in stressful circumstances; ability to develop relationships to maintain organizational awareness while not compromising confidentiality.

### **PHYSICAL CHARACTERISTICS**

While performing the duties of this job, the employee is frequently required to use hands and fingers to handle or grasp objects, type on a keyboard, manipulate office equipment. The employee is frequently required to sit, stand, and walk and occasionally required to reach with hands and arms, kneel, crouch, or squat.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and the ability to adjust focus.

The employee must have the ability to drive a vehicle, operate a personal computer, read small print on documents, hear and speak well enough to communicate over the telephone and in person.

### **OTHER CHARACTERISTICS**

Must be willing and have the ability to work such hours as are necessary to accomplish the job requirements, may be required to attend meetings, seminars and conferences during or after work hours, consistently follow through with duties/assignments and work harmoniously with subordinates and superiors; wear approved uniform. Report for work on a regular, consistent basis, and maintain an acceptable attendance record in accordance with District policy.

### **MINIMUM REQUIREMENTS**

**Knowledge:** Codes, regulations, policies, and procedures related to assisting the Fire Chief and Board of Directors; knowledge of Board governance issues and laws; business letter writing and the standard format for reports and correspondence; basic supervisory principles and practices; records management principles and practices; standard office administrative practices and procedures, including filing and the use of standard office equipment; computer applications related to the work, including word processing, basic spreadsheet and other office administrative applications; business arithmetic and basic statistical techniques; knowledge of general benefits administration desirable; knowledge of COBRA administration desirable.

**Education:** Equivalent to completion of an Associates of Arts/Science Degree (60 semester units or 90 quarter units). Additional experience as outlined above may be substituted on a year-for-year basis for the educational requirement.

**Experience:** Four years of responsible office administrative or clerical experience and experience working with senior level administrators and publicly elected Board of Directors. Experience working in a public agency setting.

The Fire District reserves the right to evaluate and consider, at its discretion, combinations of education and experience that tend to indicate an applicant possesses the skills, knowledge, and abilities listed herein.

License: Possession of, or ability to obtain and maintain a valid California Class C driver's license prior to employment. Maintenance of a valid California driver's license is required as a condition of employment.

Certifications: Notary

### **WORKING CONDITIONS**

Hours: The normal duration of workweek for this position is forty (40) hours, Monday through Friday, 8 a.m. to 5 p.m.

Vacation: Accumulation rate increases with length of service, the minimum is 8.56 hours per month with a maximum accumulation of 205 hours.

Sick Leave: Accumulated at the rate of eight (8) hours per month indefinitely during tenure of career. Accumulated sick leave may be credited to years of service upon retirement.

Insurance: The District contributes 100% of monthly premium for Group employee and dependents' hospital, medical, dental, and vision insurance, EAP. The employee is also insured up to \$20,000 Death Benefit and additional \$20,000 Accidental Death or Dismemberment Insurance.

Retirement: The District and its employees are members of the Contra Costa County Employees' Retirement Association. Executive Assistants are classified as non-safety members and subject to the 2.0% at age 55 retirement benefit.

### **METHOD OF SELECTION**

Application: Please write or telephone the below-listed address or phone number to request a District application form. You may also download an application form from the District's website. All applications, in addition to current resumes, proof of education or experience, and any other additional information, must be returned to the address listed below no later than 5:00 P.M., **October 12, 2005** (final filing date). **No applications will be accepted after the final filing date.** No faxed applications will be accepted.

**San Ramon Valley Fire Protection District**  
**Human Resources**  
**1500 Bollinger Canyon Road**  
**San Ramon, CA 94583**  
**(925) 838-6627**  
**[www.srvfpd.dst.ca.us](http://www.srvfpd.dst.ca.us)**

The District will review application material and select the most qualified candidates to participate in the interview process. Candidates who successfully complete the interview process and receive a conditional offer of employment will be required to successfully pass a medical examination including drug screening, and a background investigation, including DMV and credit reports.

**THE SAN RAMON VALLEY FIRE PROTECTION DISTRICT**  
**IS AN EQUAL OPPORTUNITY EMPLOYER**